



Florida Department of Transportation
Internship Program: Position Advertisements

Fall Semester 2018

Students interested in applying for any of the following Florida Department of Transportation **Fall Semester** positions must complete the internship application, Form 250-000-25, and email it to interns@dot.state.fl.us or fax it to (850) 414-5299 **by August 12, 2018**. Any applications received after that date will not be considered for the **Fall Semester**. Candidates must be actively enrolled students in an accredited university or college for the semester of the internship. Candidates may apply for multiple positions and must include the advertisement number, located in the left-hand column below, in each submitted application. Candidates should note the location of the internship and any position criteria, and be able to provide supporting documentation (e.g. of enrollment, GPA, class status). Candidates should also note that all positions follow the standard workweek of Monday through Friday. Participants requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the Department (850-414-5321) in advance to allow sufficient time to provide the accommodation.

The Department of Transportation hires only U.S. citizens and lawfully authorized alien workers. An Employment Eligibility Verification check will be conducted using the U.S. Citizen and Immigration Services' electronic database (E-Verify) on each new employee.

The Department of Transportation supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, Florida Statutes, Drug-Free Workplace Act.

The Department of

Transportation is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.

Ad #	District / Office	Description	Location	Contact Person	Contact Information	Criteria
59900802	Central Office	The intern will work in the Office of Environmental Management and assist in reviews of various Project Development and Environment (PD&E) studies and environmental re-evaluations. Tasks include technical review of preliminary engineering reports, traffic analysis reports, and environmental documents prepared for PD&E projects. Other tasks include but not limited to review policy and guidance related to planning and engineering considerations and other environmental considerations in the project development process; attend internal project meetings with supervisor; and perform other duties as needed to support management activities for the consultant task work orders.	Tallahassee	Victor Muchuruza	850-414-5269	Students who are Junior and above in Civil Engineering students, preference will be given to students with a concentration or primary program area in transportation engineering, environmental engineering, or related field.
55990803	Central Office	This internship experience will focus primarily on the needs, challenges, and factors of freight transportation that influence decision making and policy development within the state and public sectors. The intern will work alongside and shadow the District Freight Coordinator (DFC) during outreach and stakeholder engagements to gain an understanding of the purpose of outreach and coordination. The intern will identify, contact and coordinate outreach efforts with a variety of public and private sector freight transportation stakeholders (e.g. manufacturers, trucking companies, distribution centers). At the end of the semester, the intern will write a 2-3 page white paper on the effects and importance of outreach in FDOT	Tallahassee	Gerard O'Rouke	850-414-4797	Junior and above. All majors welcome to apply. Preference will be given to applicants with specializations in freight, trade, logistics, or transportation.
55990810	District 1	The goal of this internship is to have the intern exposed to the various aspects of Geographic Information System (GIS) mapping which may include activities such as Geodatabase management/development, Model Builder experience, introduction to map/feature services with ArcGIS Online/Portal for ArcGIS, and other basic map generation or development techniques. Through one or more core projects, meetings with their mentor/supervisor/manager, and participation in cross-functional educational experiences. Hands on learning will provide a unique insight and understanding of the development process for GIS applications from concept to production. Assist in the development of GIS applications, GIS tools, maintenance of data tables, electronic filing for use in GIS, and daily GIS related task.	Bartow	Kyle Purvis	863-519-2395	Students in Geographic Information System (GIS), Geography, Geomatics, Civil Engineering Junior, Senior or graduate students with Minimum GPA 3.0
55990811	District 1	The Intern at the Florida Department of Transportation will be exposed to a varied learning experience. This experience would be hands on and applicable to building resumes, solidifying safety principles and build interest in the prevention of work injuries and accidents. Through one or more core projects, meetings with the site location Safety Specialists and Safety Manager and participation in educational opportunities related to current safety programs, data collection, research and analysis, inspections and assessments at worksites. The intern will start work on a project involving the compilation of data related to Hazard Communication and Safety Data Sheets accessibility. This will allow the intern to travel to all the District 1 facilities, to observe employee job tasks, inventory and gather information on the types of chemical products, determine how products are used, associated hazards, and research, analyze and present a Safety Data Sheets management, accessibility and training program. The intern will develop a written program and PowerPoint presentation to outline and describe their findings and recommendations.	Bartow	Mariana Schmidt	863-519-2735	Students in Civil Engineering, Preference will be given to applicants with specializations in Freight, Trade, Logistics, or transportation. Minimum GPA 3.0
55990814	District 2	This position will work with the Performance Management & Training team on the agency priorities of innovation, efficiency, and exceptionalism. May also assist in the development and review of the agency's leadership programs by attending pilots, providing useful feedback, and participating in brainstorming sessions. Review mandatory training courses to improve quality, delivery, and learning outcomes. Assist in the implementation of special projects and initiatives related to training, performance management and employee engagement. Assist in the support of the agency's learning management system, strategic planning approach and annual employee survey and other organizational development and training efforts/needs. Complete data gathering and research and analysis to make recommendations and provide reports. Support the development and maintenance of communications and media outlets (websites, newsletters, etc.) and corresponding sites relating to budget, training schedules, enrollments and completions, quality assurance compliance and corrective action status and other organizational development efforts for management and customers as requested.	Lake City	Fae Ross	386-961-7712	Students majoring in English, Business, Communication, Innovation or similar field of study are encouraged to apply.
55990816	District 2	The intern shall provide engineering service to Materials customers in Design, Construction, and Maintenance, working alongside proven technical experts to develop engineering skills. The intern would assist in the review Geotechnical Reports submitted to the Department, perform field investigations with drill crew, assist with laboratory testing that aides in the engineering recommendations, assist with technical support of foundation design and construction, provide engineering assistance to Maintenance for roadway depressions and sinkholes, assist in developing pavement milling and resurfacing recommendations.	Lake City	Fae Ross	386-961-7712	Civil Engineering students; must have above average skills in computer software applications (Excel, Word, PowerPoint, Browser Based) and report writing capabilities.
55990817	District 2	The intern shall assist the Construction Resident Offices with contract administration, construction field inspection, and various engineering activities. The intern shall assist the Resident office staff with contract interpretation and practical application (including review of plans, specifications, standards, etc.), field inspection, materials testing, and Critical Path Method (CPM) Schedule review. The intern shall also provide assistance with the development of monthly and final estimate pay quantities and prepare computation books for final estimate submission.	Jacksonville	Fae Ross	386-961-7712	Civil Engineering Student (Sophomore level or above); Have a valid driver's license; above average skills in computer software applications (Excel, Word, PowerPoint, Browser Based), database management and report writing capabilities.
55990818	District 2	Gainesville Operations Center: Construction Engineering and Inspection of various Transportation Projects - Goals: Assist the Construction Resident Offices with contract administration, construction field inspection, and various engineering activities. Duties: Assist the Resident office staff with contract interpretation and practical application (including review of plans, specifications, standards, etc.), field inspection, materials testing, and Critical Path Method (CPM) Schedule review. Provide assistance with the development of monthly and final estimate pay quantities and prepare computation books for final estimate submission.	Lake City	Fae Ross	386-961-7712	Civil Engineering student; must have above average skills in computer software applications (Excel, Word, PowerPoint, Browser Based), database management and report writing capabilities; a valid driver's license.
55990819	District 2	Intern shall assist Local Programs with the initial implementation, execution, and associated record keeping to support local program agreements. The intern will review plans, Engineer's Estimates, permits, etc. to support compliance with our local programs policies. The intern will conduct field reviews and prepare project scope reports to support the development of projects within our Work Program. The intern will monitor project schedules and track invoices. The intern will support the creation, scheduling, and sponsorship of meetings.	Lake City	Fae Ross	386-961-7712	Students interested in the Transportation Industry; Engineering, Planning, Construction Management or a transportation related field of study. Sophomore level or above, must have above average skills in computer applications (Microsoft Suite).

Ad #	District / Office	Description	Location	Contact Person	Contact Information	Criteria
55990825	District 3	This position will be physically located in the Milton Operations Center The intern will assist the Construction Resident Offices with contract administration, construction field inspection, and various engineering activities. The intern will assist the Resident office staff with contract interpretation and practical application (including review of plans, specifications, standards, etc.), Preparation of contract modifications, field inspection, materials testing, and Critical Path Method (CPM) Schedule review. The intern will also provide assistance with the development of monthly and final estimate pay quantities and prepare computation books for final estimate submission.	Chipley	Richard Norris	850-330-1202	Structures, Environmental, Civil Engineering students, Junior or higher
55990826	District 4	This is an exciting opportunity for anyone who is pursuing a career in the transportation engineering field. The preferred candidate will work on real-life projects in addition to being rotated throughout the Design office while gaining experience in the following areas: Roadway Design, Traffic Design, Drainage, Structures, Utilities and Surveying and Mapping. They intern will be introduced to MicroStation/AutoCAD and given basic tasks that would develop his/her CAD skills, including engineer markups, utility drafting, signing and marking details, etc. The intern will perform the following tasks: <ul style="list-style-type: none"> • Perform complex engineering/geometric calculations in the development of roadway design. • Utilize Computer MicroStation in plans preparation, assembling roadway design plans, signing and pavement marking plans, signalization plans, typical section packages, scopes of work, design exceptions and variations and utility conflict reports. • Other research may consist of performing of constructability checks and Quality Control reviews. • Participate as a team member in day to day roadway design tasks. • Perform field visits to identify and address issues in the design phase. Intern will gain hands-on experience in the following: <ul style="list-style-type: none"> • MicroStation and Geopak packages for roadway design. • Roadway plans preparation process. • Roadway design standards, criteria and specifications. • Real-life design issues and approaches to resolve those issues in the design phase. The intern will also shadow an experienced engineer (in Consultant Management) to help familiarize the intern with other internal District work units and illustrate how they fit in the overall	Fort Lauderdale	Steve Braun	954-777-4646	Students in Civil Engineering, Transportation, Junior, Senior or graduate student, with a minimum GPA of 3.0
55990828	District 4	<ul style="list-style-type: none"> • The intern shall assist the Operations Center Construction office with contract administration, construction field inspection, and various engineering activities. • The intern shall assist the Operations Center's staff with contract interpretation and practical application (including review of plans, specifications, standards, etc.), field inspection, materials testing, and Critical Path Method (CPM) Schedule review. • The intern shall also provide assistance with the development of monthly and final estimate pay quantities and prepare computation books for final estimate submission. 	Fort Lauderdale	Angela Foreman	954-931-6179	Students in Civil Engineering, Construction, senior or graduate student, with a minimum GPA of 3.0
55990829	District 4	Traffic Operations would be interested in an intern for the Fall semester. The intern would get exposure to and perform a variety of traffic engineering related work in the District 4 Traffic Operations office in Ft. Lauderdale. The intern will be given a streamlined PE trainee program (approximately two weeks) with focus on basic traffic engineering functions and safety; once this is completed the intern works with staff under supervision of an assistant department head to analyze engineering data, produce basic engineering reports/analyses and related documentation, attend meetings within the district office relevant to the work they are performing, and make presentations to their supervisor and other staff.	Fort Lauderdale	Mark Plass	954-777-4399	Junior, Senior or Graduate student in Civil Engineering Transportation and Planning, Minimum GPA 3.0
55990831	District 4	With an ongoing focus on Complete Streets for the Department, the intern will be given the opportunity to gain firsthand knowledge and experience in utilizing a context sensitive approach to roadway planning and design with a specific focus on bicycle and pedestrian users. <ul style="list-style-type: none"> • With projected increases in population and congestion on our roadway networks, the Department has placed an increasing focus on the development of other modes of transportation with a focus on strategic rail connections and public transportation. o The intern will have the opportunity to participate in the ongoing efforts of the District 4 Rail Office including but not limited to the development of the Rail Safety Program, Intelligent Roadway Information System (IRIS) and Northwood Connections, and the Wave Streetcar project. o The intern will also have the opportunity to participate in the ongoing efforts of the District 4 Passenger Operations Office including the Express Bus Program, Tri-Rail, and various other local transit programs within the region. <ul style="list-style-type: none"> • The intern will also have the opportunity to participate in the ongoing development of the Department's Freight Program which includes participation in stakeholder outreach, project development/management, and internal cross-office freight team meetings. 	Fort Lauderdale	Amie Goddeau	954-777-4343	Junior, Senior or graduate student in Transportation/logistics, Public Administration, Urban Transportation and Planning, Minimum GPA 3.0
55990832	District 5	The Structures Design intern should have an interest in structural engineering and will have the opportunity to be involved in and assist with structural related activities on highway transportation projects. The intern will: (1) be directly involved in design functions, planning support, construction and maintenance activities related to structures, and other associated office activities within the Structures Design Office; (2) assist in preparation of contract plan sheets, design calculations, cost estimates, quantities, and other engineering functions required for the production of short span bridges, simple span bridges, miscellaneous highway structures, mast arms, strain poles, retaining walls, box culverts and sound barrier walls under the guidance of Lead Technical Professionals; (3) provide technical support for preparation of engineering reports and other documents associated with structural projects; (4) assist in the review and evaluation of consultant produced Bridge Development Report's, plans, and design calculations for structures under the guidance of Lead Technical Professionals.	DeLand/Volusia County	Mark Trebitz	`386-943-5157	Civil Engineering students, Junior, Senior or graduate level. The Student should have an interest in Structural Engineering, knowledge of Microsoft Word and Excel, good organizational and time management skills. Provide your resume as well as a separate letter focusing on your interest in structural engineering discussing structural engineering experiences, education, training or career aspirations. (1 page max for letter)
55990833	District 5	The candidate will contribute in plans production for various exciting in-house roadway design projects like roundabouts and roadway widening. Intern will be introduced to production of roadway design components including roadway geometric design, traffic design and constructability review. Intern will be also introduced to various design activities that need to adhere to project schedule. Specific tasks include: <ul style="list-style-type: none"> • Perform complex engineering/geometric calculations in the development of roadway design. • Utilize Computer MicroStation in plans preparation, assembling roadway design plans, signing and pavement marking plans, signalization plans, typical section packages, scopes of work, design exceptions and variations and utility conflict reports. • Other research may consist of performing of constructability checks and Quality Control reviews. • Participate as a team member in day to day roadway design tasks. • Perform field visits to identify and address issues in the design phase. Intern will gain hands-on experience in the following: <ul style="list-style-type: none"> • MicroStation and GeoPack packages for roadway design. • Roadway plans preparation process. • Roadway design standards, criteria and specifications. • Real-life design issues and approaches to resolve those issues in the design phase. This is an exciting opportunity for anyone who is pursuing a carrier in the transportation engineering field. Candidate will work on real-life projects that are anticipated to be constructed soon. In addition, he/she will be collaborating closely with professional engineers in various engineering disciplines during design phase including drainage, structure, survey, and construction. Roadway Design unit is looking for energetic and creative candidate to join our design team.	DeLand	Jeff Cicerello	386-279-2911	Bachelor of Science in Civil Engineering, Junior, Senior or Graduate; minimum 3.0 GPA in core studies.
55990834	District 5	The intern shall assist in the review of driveway, drainage, and utility permits. Review Maintenance of Traffic (MOT) Plans. Assess proposed driveway connections in accordance with Florida Administrative Code and FDOT standards and criteria. Review and assess proposed drainage connections in accordance with applicable Florida Administrative Code and FDOT standards and criteria. Perform field reviews with permit coordinators. Generate monthly permits report in Microsoft Access database.	Orlando Operations/Orange County	Scott Kirts	321-319-8114	Civil Engineering Students, junior or higher; Minimum GPA 3.0
55990835	District 5	The intern shall assist in the review of driveway, drainage, and utility permits. Review Maintenance of Traffic (MOT) Plans. Assess proposed driveway connections in accordance with Florida Administrative Code and FDOT standards and criteria. Review and assess proposed drainage connections in accordance with applicable Florida Administrative Code and FDOT standards and criteria. Perform field reviews with permit coordinators. Generate monthly permits report. Assist with field inspection, gathering work needs, and calculating quantities for maintenance contracts. Assist with contract development, including developing contract scopes, drafting diagrams, reviewing contract documents as quality control, and drafting contract specifications. Assist the construction staff with contract administration. Duties include but are not limited to recording meeting minutes, developing estimates for change orders, review contractor's submittals and conducting field visits as needed.	Brevard Operations	Mo Hassan	321-634-6100	Civil Engineering Students, junior or higher; Minimum GPA 3.0

Ad #	District / Office	Description	Location	Contact Person	Contact Information	Criteria
55990836	District 5	The Transportation Systems Management and Operations Intern should have an interest in Connected Vehicle, Autonomous Vehicle, and/or signal timing and will have the opportunity to be involved in and assist with TSMO related activities as part of the District 5 program. The intern will (1) be directly involved in design functions, planning support, construction, and maintenance activities related to transportation technology projects, and other associated office activities within the Traffic Operations Office; (2) assist in preparation of scope documentation and preparation of manhours on proposed technology projects; (3) Utilize engineering knowledge for project management; (4) estimate timelines and schedules; (5) anticipate risks and costs related to the technical aspects of the project. (6) determine need for enhancing existing transportation sensor data for operations; (7) assist in data cleaning and analysis, warehousing, transformation and collection projects; (8) work with FDOT data to derive insight into operations.	Volusia/Deland District Office	Jim Stroz	386-943-5309	Civil Engineering Students, junior or higher; Minimum GPA 3.0
55990840	District 6	In the Public Information office, the objective will be on developing the student's understanding of the role and opportunities of communications in a public-sector agency (FDOT). Focus will be in several key areas including: <ul style="list-style-type: none"> • Understanding and application of rules and regulations including • Florida Sunshine Law; Governor's Plain Language Initiative • Chapter 11 of the PD&E Manual • Customer service and communicating with internal and external customers. Hands-on experience will include: <ul style="list-style-type: none"> • Development of project-specific collateral materials • Media training • Public meeting/hearing and special event coordination and participation • website audits and updates • Development of Community Awareness Plans • Development of content for our District Newsletter (content and layout • Working with the diverse communities in District Six. 	Miami	Tish Burgher	305-470-5277	Students in Communications, Marketing, Journalism, Public Relations who are Junior, Senior, Graduates with a Minimum GPA 3.0
55990842	District 6	The purpose of this internship is to assist in Design Office in the development of typical sections, horizontal and vertical alignments, roadway cross sections and drainage systems. We are looking for an assertive, energetic and creative intern who will be collaborating closely with the best professions in the state and industry to help in the preparation, review and update of roadway plans and other construction documents. This is an exciting opportunity for anyone interested in pursuing a career in transportation/engineering industry to work on exciting projects like the reconstruction of the Golden Glades Interchange, Alton Road projects. <ul style="list-style-type: none"> • The intern will be assisting in performing computer aided design and drafting using highway design software such as AutoCAD and MicroStation. • To help the intern become familiar with the projects and gain hands-on experience with key applications, review of Permits are part of the training. • Exercise sound reasoning to analyze issues, make decisions and overcome problems • The ideal candidate will possess teamwork, organization and communication skills. 	Miami	Karina Fuentes	305-450-5201	Civil Engineering students who are Junior or higher with a minimum GPA of 3.0.
55990852	Turnpike	The intern would have the opportunity to work in the Construction Department. Providing assistance with the Department's Electronic Document Management System and eConstruction compliance, Construction management of large heavy civil projects (field visits) and contribute to quality and safety reviews of projects. Other duties as assigned.	Ocoee	Karen Akers	954-934-1222	Engineering students (Civil Engineering preferred but not required), sophomore or above
55990853	Turnpike	The intern would have the opportunity learn the life cycle of a project to include pre contract activities, Design phase submittals, Production activities, and transition into Construction phase. The intern would work with each unit within Program Mgmt including Production Mgmt, Project Mgmt, Spec's and Estimates, Plans Preparations and Program Services.	Ocoee	Susan Sadighi.	407-264-3640	Engineering students (civil preferred but not required), sophomore or above